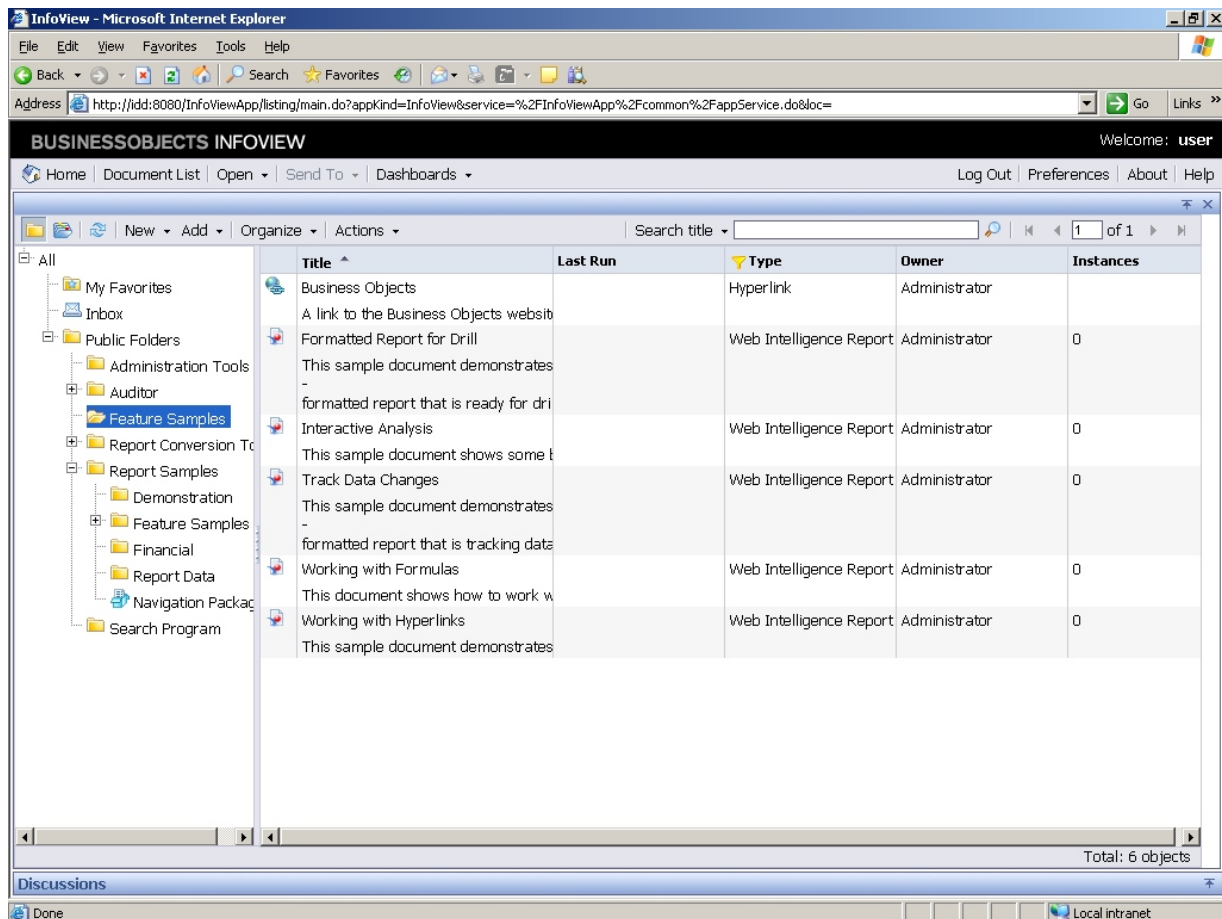


Selecting a view format for Web Intelligence Documents

Procedure

1. Start the transaction using the menu path or transaction code.

InfoView Toolbar



2. Click **Preferences**.

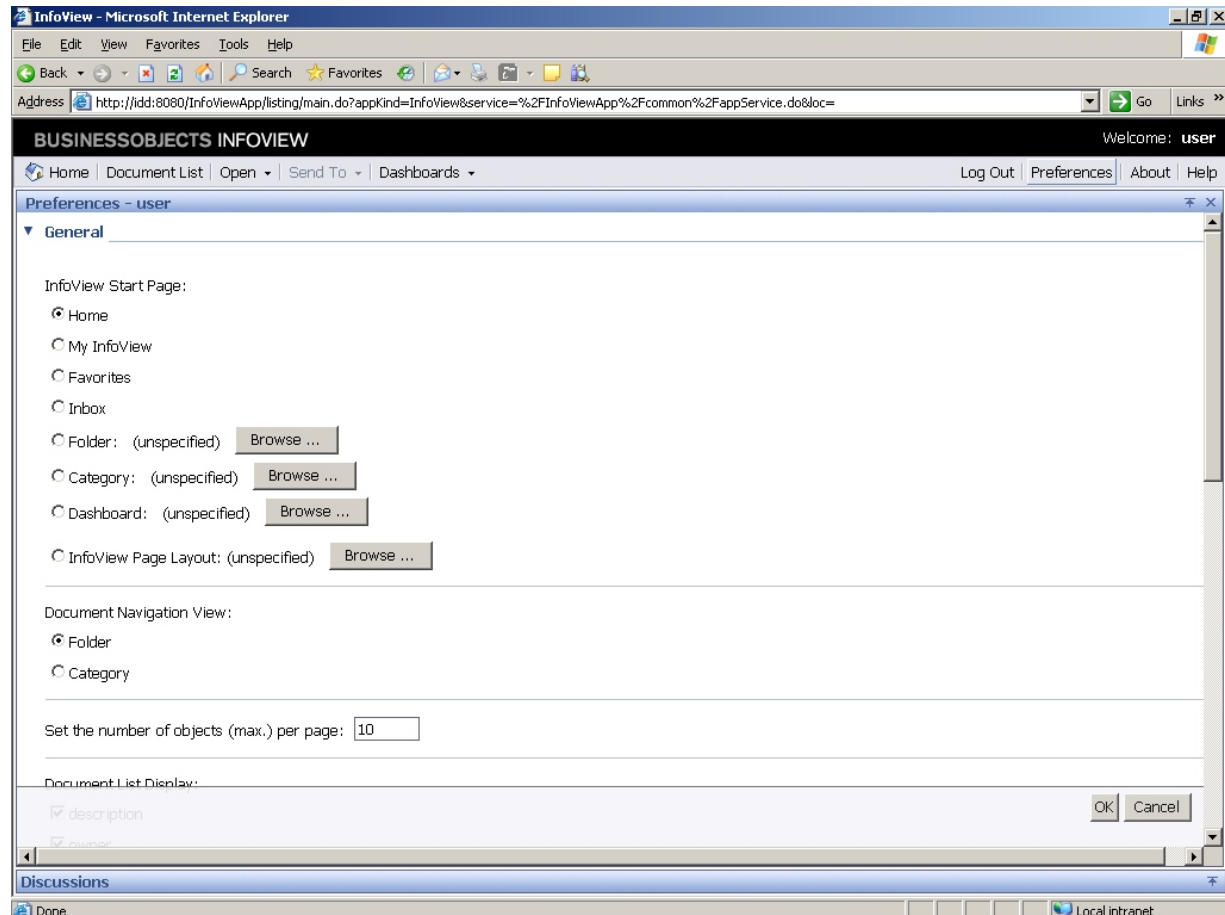
From the Preferences pages, you can set specific preferences for Web intelligence documents and determine how you will view the documents in InfoView.

Note: As a best practice, you should set your preferences before you begin to work with objects in InfoView. However, depending on your deployment, your System

Selecting a view format for Web Intelligence Documents

Administrator may have configured your system to use predetermined settings by default.

Preference Categories

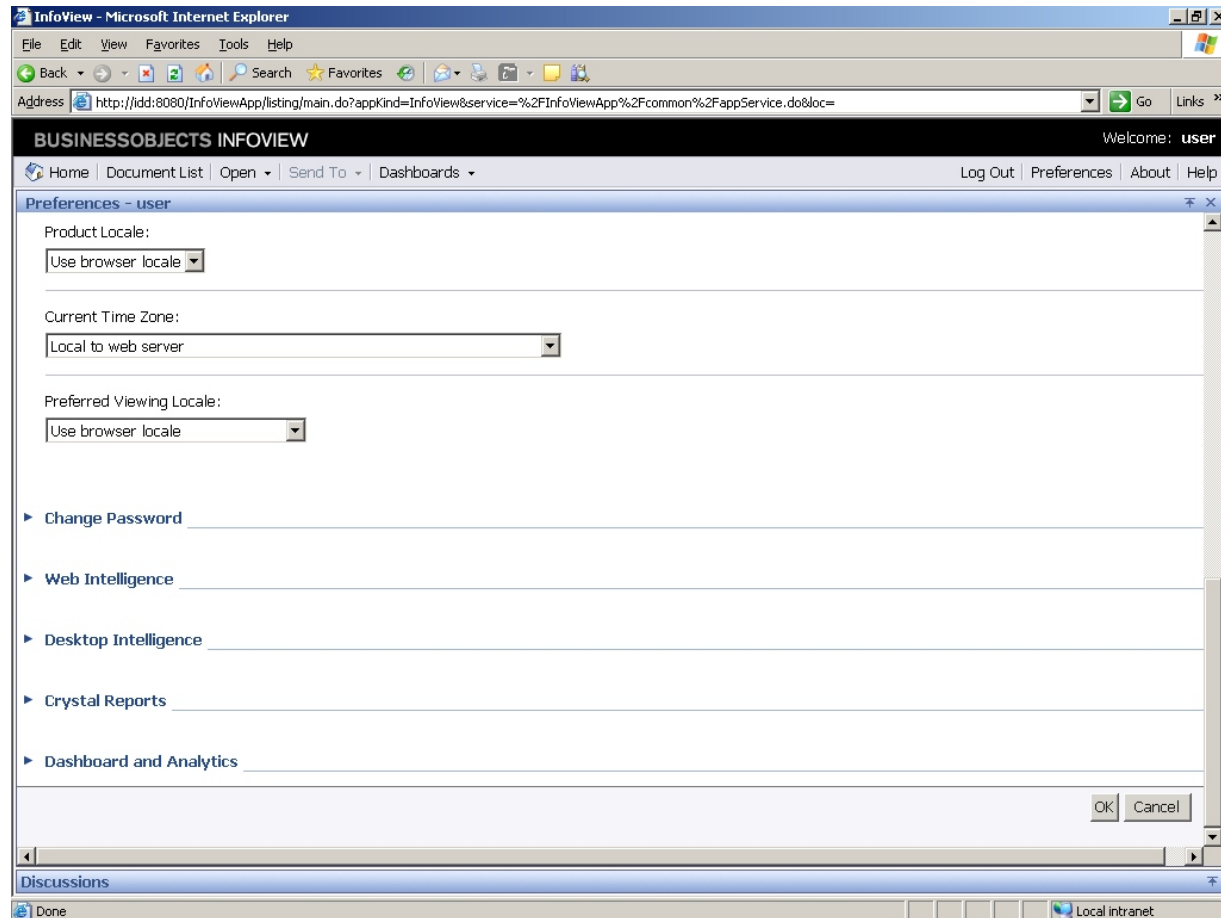


3. Click to scroll **down**.

Scroll down to the **Web Intelligence Document** section.

Selecting a view format for Web Intelligence Documents

Web Intelligence configuration



4. Click to expand **Web Intelligence**.
5. Press [Enter] to continue.

View formats change how you interact with the information in the Web Intelligence document. There are three view formats to choose from:

HTML

- Only a Internet browser is required to view documents
- Limited formatting and ability to manipulate data but you can still open reports, answer prompts, navigate reports, and/or perform drill analysis

Interactive

- Highly functional: apply filters, sorts, calculations, modify formatting and data displayed on tables and charts, and perform drill analysis
- Must use Web Intelligence, deployed in JSP mode

Portable Document Format

- Requires Adobe Acrobat reader
- Limited to viewing and printing reports

Press **[Enter]** to continue.

6. Press [Enter] to continue.

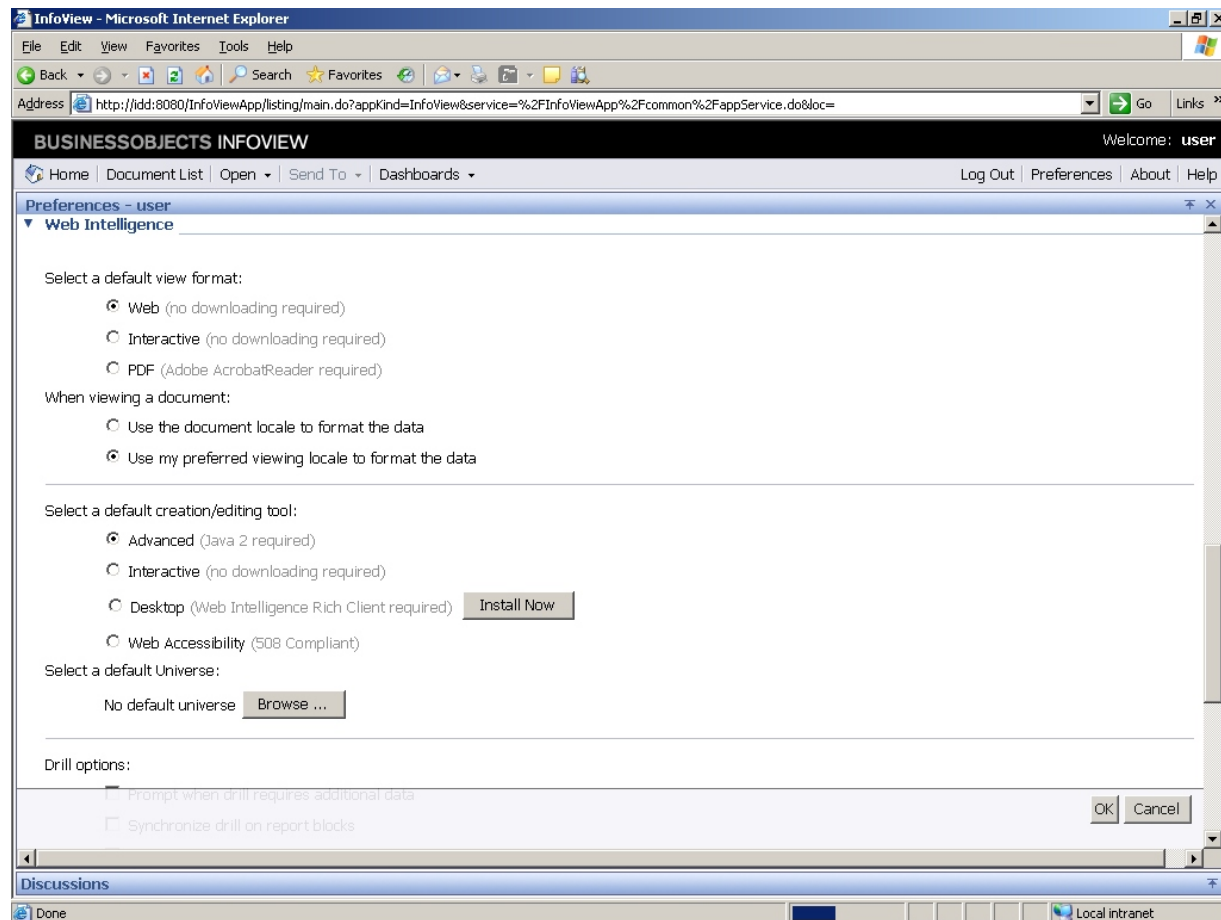
A typical end user would not have the security rights to change the report panel or drill options; rights are set by the System Administrator.

For more information on report panels and drill options, refer to the InfoView User's Guide in the Help menu.

Press **[Enter]** to continue.

Selecting a view format for Web Intelligence Documents

Interactive view

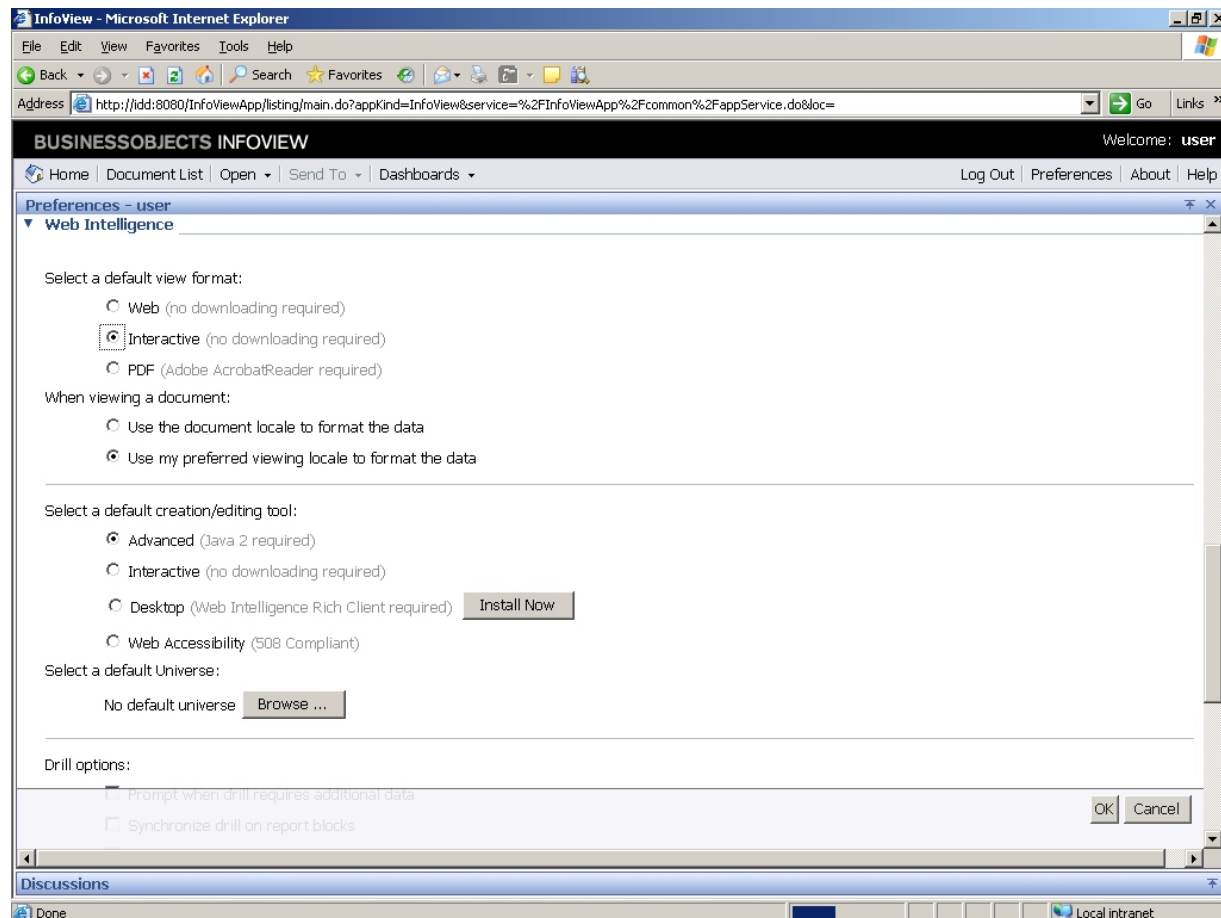


7. Click the **Interactive** option.

You want to change your view format to Interactive.

Selecting a view format for Web Intelligence Documents

Interactive view



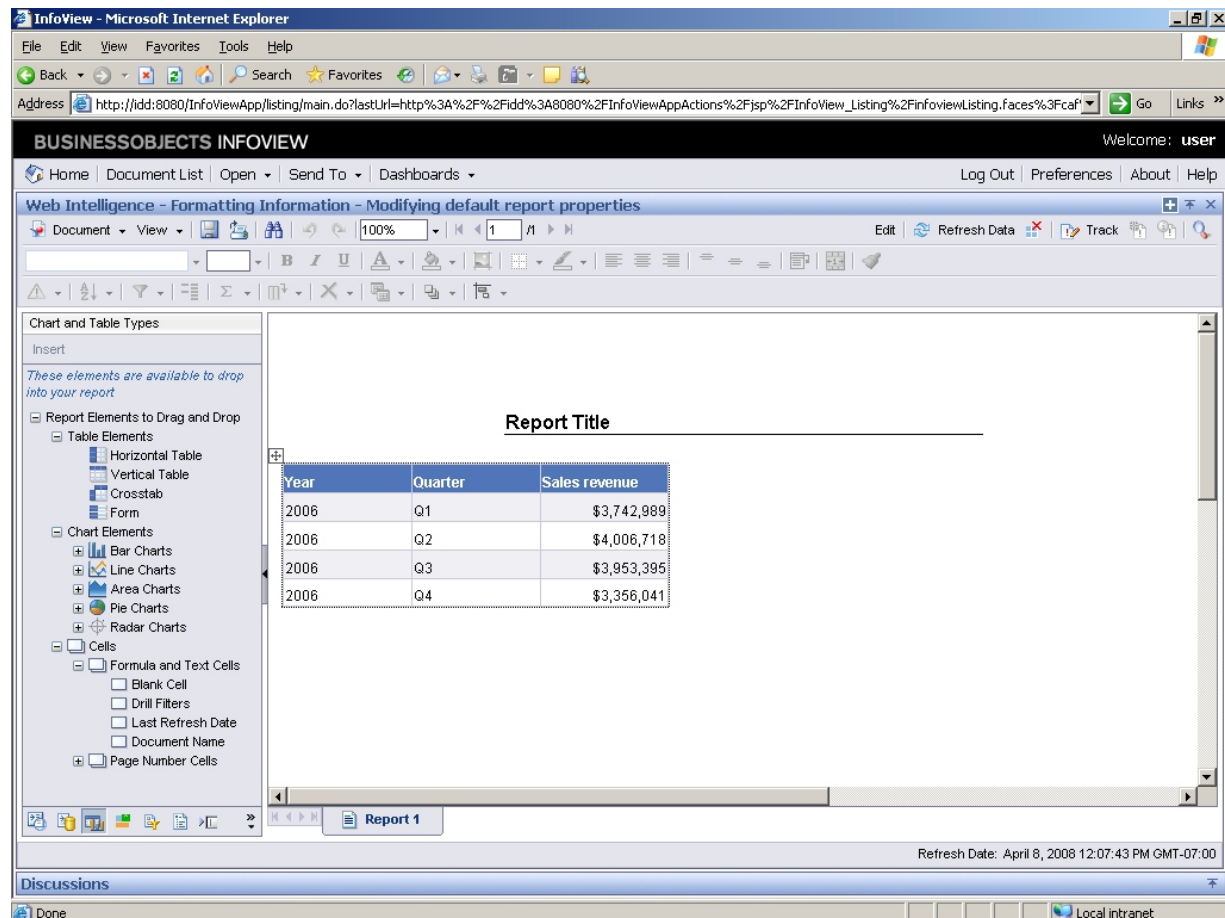
8. Click **OK**.
9. Click on **My Favorites** .

Now open any report.

10. Click on **Formatting Information - Modifying default report properties**.
11. Click on the **Actions** drop-down list.
12. Click on the **View** list item.

Selecting a view format for Web Intelligence Documents

Interactive view



13. Press [Enter] to continue.
14. Start the transaction using the menu path or transaction code.

When you place your cursor over the report data you can see a dotted line appear. This indicates that you are viewing the document using the Interactive viewer. Press **[Enter]** to continue.